

JOB ANNOUNCEMENT

VACANCY #03-AC-DHS-0011

Agency:	Department of Human Services (DHS)
Division/Unit:	Early Childhood and Development
Position:	Accounting Technician
Series/Grade/Step:	DS-525-7/1-7/10
Salary Range:	\$26,044 - \$33,485
Area of Consideration:	Unlimited
Opening Date:	May 23, 2003
Closing Date:	June 9, 2003
Number of Vacancies:	One (1)

Position Description: The incumbent is responsible for performing work in the Accounting Section, Accounts Payables Section and Accounts Receivables Section. Uses applied formulas to test and evaluate detailed and summary accounts for equality and accuracy. Provides training to all personnel in accounting technician policies and procedures. Reviews efficiency of clerical/technical process and compliance with procedures. Makes recommendations for improvements. Maintains the general ledger accounts of a general fund. Performs a monthly reconciliation and recapitulation of the general and subsidiary accounts. Researches and takes or coordinates corrective action. Explains accounting system and data. Researches all problems and develops solutions. Reviews unique or complex problems encountered by other technicians. Reviews complex and unusual documents to verify accounting data and mathematical accuracy. Actively directs and performs research of current accounts, historical data, source documents, etc.

Qualifications Requirements: Applicant must have a minimum of one year or more of specialized experience (preferably in accounting, business administration, public administration or a related field) at a level of difficulty and responsibility comparable to the next lower grade level in District service. An equivalent combination of education and experience may be substituted for the required level of specialized experience. **Qualified applicants must meet time-in-grade requirements.**

Submission Information and Materials: Interested and qualified applicants should send cover letter with salary history, and DC 2000 (District of Columbia Government Employment Application) with resume to:

Office of Management and Administration – Human Resources Division
941 North Capitol St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413
Email: hr-otr@dc.gov

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., (“the Act”) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.